

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**FINANCIAL MANAGER**

**JOB DESCRIPTION**

Employees in this job manage subordinate personnel. The employee, under general or administrative supervision, works within general methods and procedures, and exercises considerable independent judgment to select proper courses of action. The work requires thorough knowledge of the policies, procedures, and regulations of professional financial and budgetary analysis programs and some knowledge of supervisory techniques and personnel policies and procedures.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Financial Manager 1**

**Financial Manager 12**

The employee functions as a first line professional manager of a professional position in a standard work area or a first line professional manager of nonprofessional positions in a standard work area

**Position Code Title—Financial Manager 2**

**Financial Manager 13**

The employee functions as a first line professional manager of professional positions in a standard work area. A first line professional manager of a professional position in a complex work area, a first line professional manager of nonprofessional positions in a complex work area, a first line manager of a professional position in a standard work area receiving executive direction, or a first line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title—Financial Manager 3**

**Financial Manager 14**

The employee functions as a first line professional manager of professional positions in a complex work area, as a first line professional manager of professional positions in a standard work area receiving executive direction, second line professional manager of professional positions in a standard work area, a first line manager of a professional position in a complex work area receiving executive direction, or a first line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Title Code—Financial Manager 4**

**Financial Manager 15**

The employee functions as a first line professional manager of professional positions in a complex work area receiving executive direction, a second line professional manager of professional positions in a complex work area, a second line manager of professional positions in a standard work area receiving executive direction, or a third line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Directs the review of budget requests for conformance of program direction and recommends appropriate allocations.

Summarizes data setting forth current, long-term financial trends, and measurable economic influences pertinent to the status of programs.

Directs the compilation and preparation of data for financial studies.

Interprets executive budget recommendations to legislative committees; analyzes committees' actions on such recommendations; interprets such program policies and budget recommendations to agencies and the public.

Evaluates legislative bills for their program and fiscal implications.

Selects, administers, and documents progressive and corrective disciplinary measures.

Performs related work appropriate to the classification as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-15 levels.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity and affirmative action policies and procedures.

Knowledge of labor relations.

Knowledge of the principles of economic and public finances.

Knowledge of fiscal and program planning and budgeting.

Knowledge of financial data sources including periodicals, manuals, and reports.

Knowledge of mortgage financing, real estate valuation, and financial management principles and practices.

Knowledge of the principles and practices of financial analysis, including the computation and application of the liquidity, operating, and price earnings ratios and other ratios commonly used in financial and investment analysis.

Knowledge of investment and securities procedures and practices.

Knowledge of problems in fiscal and program planning and operation.

Ability to instruct, direct, and evaluate employees.

Ability to supervise technical fiscal work involving reviews and evaluation, program development, and program planning and implementation.

Ability to quickly assimilate a variety of oral and written data (i.e., legal, social, economic, etc.) to analyze facts and draw logical conclusions.

Ability to collect and interpret information, apply criteria, and make recommendations.

Ability to communicate effectively.

## FINANCIAL MANAGER

PAGE No. 4

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in business administration with a major in economics, finance, accounting, or a related field.

### **Experience**

#### **Financial Manager 12**

Three years of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a financial analyst in state service, including one year of experience equivalent in responsibility to a Financial Analyst P11.

#### **Financial Manager 13-15**

One year of experience equivalent in responsibility to a Financial Analyst 12, Financial Specialist 12, or Financial Manager 12.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

FINANMGR

### **Job Code Description**

Financial Manager

### **Position Title**

### **Position Code**

### **Pay Schedule**

Financial Manager-1	FINAMGR1	NERE-180
Financial Manager-2	FINAMGR2	NERE-182
Financial Manager-3	FINAMGR3	NERE-186
Financial Manager-4	FINAMGR4	NERE-188
Financial Manager-5 (PP)	FINAMGR4	NERE-086P